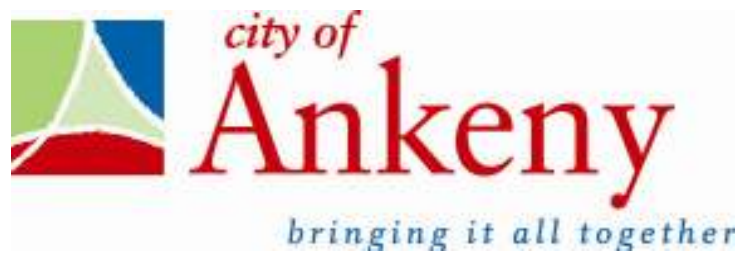

CITY OF ANKENY, IOWA



EMERGENCY OPERATIONS PLAN

**Most Recent Revision:
January 21, 2007**

BASIC PLAN

RECORD OF REVISIONS

The purpose of this page is to provide a revision sheet that indicates the latest changes to the Basic Plan, Annexes, Operational Guidelines, Incident Command Checklists and Annex Checklists. Changes in the Resource Manual will be on going and the information listed in every document shall be considered the most recent.

REVISION NUMBER	DATE	DESCRIPTION OF CHANGES
1	5/04	Total Plan Revised
2	8/04	Total Plan Revision
3	9/25/04	Total Plan Revisions
4	02/13/2006	Revisions to Annexes A and B and Incident Action Plan documents
5	01/21/2007	Revisions to Annexes E, G, H, I, J and GG, with new city logo style revisions added throughout

INTRODUCTION

This plan provides a guide for emergency operations in the City of Ankeny. It is intended to assist key city officials in carrying out their responsibilities for the protection of life and property under a wide range of emergency situations.

Although an organization may have the foresight to plan for anticipated situations, such planning is of little worth if the planning is not described in written form. This written plan will furnish a documentary record that can be referred to when needed. This documentary record will serve to refresh the knowledge of key individuals and inform persons who may be replacements.

TRANSFER OF OFFICE

THIS DOCUMENT SHALL REMAIN THE PROPERTY OF:

Upon termination of office by reason of resignation, suspension or dismissal, the holder of this document shall transfer it to their successor or to the Emergency Management Director for the City of Ankeny.

Copy Number: _____ Assigned to: _____

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FUNCTIONAL ANNEXES

A.	Direction & Control	A.
B.	Crisis Communications Plan	B.
C.	Public Infrastructure Restoration	C.
D.	Damage Assessment	D.
E.	Search and Rescue	E.
F.	Fire Protection and Emergency Medical Services	F.
G.	Law Enforcement	G.
H.	Law Enforcement Emergency Involving Injury or Death	H.
I.	Evacuation, Traffic Control and Security	I.
J.	Protective Shelter and Mass Care	J.
K.	Hazardous Materials	K.
L.	National Incident Management System (NIMS)	L.
M.	Debris Management Plan	M.

EMERGENCY INCIDENT SPECIFIC ANNEXES

AA.	Tornado/Severe Weather	AA.
BB.	Flood/Flash Flood	BB.
CC.	Land, Rail and Air Transportation Incidents*	CC.
DD.	Major Fires/Explosion*	DD.
EE.	Bomb Threat/Explosion*	EE.
FF.	Civil Disorder*	FF.

GG. Snow Removal Plan

GG.

HH. Mass Casualty Incident Plan

HH.

** To still be developed*

EMERGENCY OPERATIONS DOCUMENTS AND FORMS

- City of Ankeny Emergency Operations Incident Action Plan
- EOC Pass List/ ICS Positions
- ICS 201-1 City of Ankeny Initial Briefing – *Initial Incident Organization*
- ICS 201-2 City of Ankeny Initial Briefing – *Local Resources Summary*
- ICS 201-3 City of Ankeny Initial Briefing -- *Incident Map*
- ICS 201-4 City of Ankeny Initial Briefing -- *Current Actions Summary*
- ICS 202 City of Ankeny Incident Action Plan -- *Incident Objectives/Response Priorities*
- ICS 203 Incident Action Plan – *Organization Assignments List*
- ICS 204-1 Incident Action Plan – *Division/Group Assignment List*
- ICS 204-2 Incident Action Plan – *Division/Group Assignment List (2)*
- ICS 204-3 Incident Action Plan – *Assignment List Attachment*
- ICS 205-1 Incident Action Plan – *ICS Positions/Phone Numbers*
- ICS 205-2 Incident Action Plan – *Incident Communications Plan*
- ICS 206 Incident Action Plan – *Medical Plan*
- ICS 209 Incident Action Plan – *Situation Status Update*
- ICS 211 Incident Action Plan – *Check In/Out Log*
- ICS 213 Incident Action Plan – *General Message/Resource Request*

- ICS 214 Incident Action Plan – *Unit Log*
- ICS 215-1 Incident Action Plan – *Operational Planning Worksheet*
- ICS 215-2 Incident Action Plan – *Operational Planning Summary*
- ICS 215-3 Incident Action Plan – *Health and Safety Message*
- ICS 216 Incident Action Plan – *Haz-Mat Long-Term Planning Worksheet*
- ICS 217 Incident Action Plan – *Damage Assessment Forms*

I. Foreword

This document constitutes the Disaster-Emergency Operations Plan for the City of Ankeny. In the event that emergency conditions arise which are not covered by this plan, the Fire Chief/Director of Emergency Management, the Police Chief, an/or the City Manager have the authority to take action necessary to cope with such special conditions.

Ankeny is at risk from many different hazards, both natural and man-made. A full hazard analysis for the City of Ankeny can be found in the *Ankeny Multi-Hazard Mitigation Plan*.

Both the State of Iowa and Polk County already have emergency operations plans. This plan was not written to circumvent the operations laid down in those plans; instead, this plan lays out in better detail the responsibilities that officials in the City of Ankeny have in response to a disaster situation, either independent from or in conjunction with the State of Iowa and Polk County emergency operations plans. If support from either Polk County or the State of Iowa is requested, Ankeny's disaster response operatives will work under a unified command approach, and Ankeny officials will remain responsible for the overall direction and control of the incident.

II. Purpose of the Plan

The City of Ankeny has many capabilities and resources that could be used in the response to any major incident or disaster scenario. These include the facilities, equipment, manpower and skills of government and non-government

professionals and groups in the City of Ankeny. The purpose of this plan is to ensure the effective, coordinated use of these resources so that we can effectively accomplish the following:

- A) Maximize the protection of life and property.
- B) Provide for the continuity of Ankeny city government.
- C) Provide for the continuity of Ankeny's city services.
- D) Sustain survivors and victims of any incident.
- E) Repair essential facilities and utilities and return to normal operating conditions as quickly as possible.
- F) Save the lives and provide for the health and general welfare of the citizens of Ankeny.
- G) Minimize the effects of a disaster upon facilities, equipment and supplies.
- H) Develop and maintain a capability of self-help in Ankeny and mobilize and equip operational services for support in other areas of Polk County as requested.

III. Concept of Operation

In any emergency or disaster, the City of Ankeny will consider the rapid deployment of all available resources (personnel, equipment and apparatus) including mutual aid from surrounding communities prior to before requesting county, state or federal assistance.

If the City of Ankeny should require state assistance, the various state departments and agencies will perform the necessary emergency functions as assigned in the Iowa Emergency Plan and will be coordinated by the Iowa Homeland Security and Emergency Management Division Administrator.

Public information concerning emergency operations will be released by the Ankeny City Manager's office. All news and/or public information requests will be referred to the City Manager's office. Further procedures for public information are outlined in Annex B.

Evacuations deemed necessary will be ordered by the Mayor's office when recommended by the City Manager, the Fire Chief, Chief of Police or the Director of Community Services. Evacuation procedures are further defined in Annex I.

Re-entry into the emergency area designated emergency area will be considered only after the area has been cleared of all dangers. The final decision to re-enter a disaster area will rest with the City Manager's office.

Centralized direction, control and coordination of Ankeny's emergency operations will be affected through the Ankeny Emergency Operations Center (EOC). Some situations may require the City to establish a temporary EOC in or near the disaster area. Further information on direction and control can be found in Annex A.

The responsibility for procuring necessary supplies and equipment to sustain government control during this period remains with the City officials of Ankeny.

IV. Authority

- Public Law 81-920 (Federal Civil Defense Act of 1950) as amended;
- Public Law 93-288 (Disaster Relief Act of 1974) as amended;
- Chapter 29C, Iowa Code;
- Chapter 30, Iowa Code
- Polk County Response Plan, Annex P
- City of Ankeny Resolution 2004-389

V. Organization

The existing government is the basis for emergency operations. That is, most government agencies will perform emergency activities related to those they perform on a day-to-day basis. Standard operating procedures are included as annexes to this plan that outline specific responsibilities of different agencies within the City of Ankeny municipal structure

VI. Direction and Control

The direction and control of government operations from a central, protected facility with adequate communications and key personnel is essential to the conduct of emergency operations.

In the City of Ankeny, the Fire Chief is also the designated Director of Emergency Management, and is responsible for ensuring the overall direction and control of city government resources involved in the response to a disaster. The Emergency Management Director will also serve as the liaison with the Polk County Emergency Management Director and other response agencies.

Direction and control of the city's response to any major emergency incident or disaster will be coordinated through the Emergency Operations Center (EOC), located in the Ankeny Fire Department at 120 NW Ash Drive. The backup EOC is located at the Ankeny City Hall at 410 W 1st Street. Other alternative sites for establishing an EOC include the Ankeny Police Department at 211 SW Walnut or the City of Des Moines Emergency Operations Center at Park Fair Mall at the corner of Euclid and 2nd Avenue in Des Moines. (For additional EOC information on staffing, communications, etc. refer to Annex A, Direction and Control, of this plan.)

VII. Operational Policies

- A. The primary responsibility of the city government during an emergency is the protection of life and property.
- B. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions involved will coordinate their services, resources and response to the emergency to the maximum extent possible.
- C. The Ankeny Emergency Management Director shall assist in providing resource coordination between government and the private sector.
- D. In any emergency or disaster, the City of Ankeny will consider the rapid deployment of all available resources (personnel, equipment and apparatus) including mutual aid from surrounding communities prior to before requesting county, state or federal assistance.
- E. Every agency, department, division or service of the city will initiate and maintain the appropriate level of record keeping and documentation during an

emergency. These records should include work hours, equipment hours, supplies and materials consumed, injuries to personnel and damage to public facilities and equipment.

VIII. Support

The City of Ankeny has mutual aid agreements with a number of neighboring communities. Volunteer and other government support may also be made available through Polk County Emergency Management, Iowa Homeland Security and Emergency Management and/or the Iowa National Guard.

Mutual Aid

During disaster operations where existing local fire resources are exceeded, assistance will be requested from neighboring communities/community subdivisions/entities in which mutual aid agreements have been established through the Tiered Emergency Assets Management System (TEAMS) in Polk County. TEAMS will be coordinated and dispatched through the Polk County Communications Center. On request, City of Ankeny resources may be sent to assist other jurisdictions within Polk County. Both the Ankeny Police Department and the Community Services Department have established mutual aid agreements with other municipalities within Polk County to provide essential services and personnel as needed in the event of an emergency that overwhelms the existing level of resources.

State Support

State support may be requested under disaster emergency conditions proclaimed by the Governor.

- If it appears that the required disaster response actions are, or will be, beyond the capability of the local government and available mutual aid, the Mayor will make a request for outside agency assistance. This request shall be made through the Polk County Emergency Management Coordinator and Iowa Homeland Security and Emergency Management. The request should contain the following information:
 - Type of disaster
 - Extent of damage or loss (including a fiscal estimate)
 - Actions taken by local government, including funds expended

- Type and extent of assistance required
- The Iowa Homeland Security and Emergency Management will review the request, evaluate the overall disaster situation, and recommend action to the Governor. If the Governor finds the disaster is of such severity that response is beyond local resources, he/she will proclaim a disaster emergency and state assets will be employed to support local efforts. State support will be coordinated through the State EOC operated by key state agencies and Iowa Homeland Security and Emergency Management

IX. Plan Updating, Exercising and Distribution

- A) For purposes of this plan, the Ankeny Emergency Management Director shall serve as the Planning authority. As such, the director will have overall authority and responsibility for the maintenance of this plan.
- B) This plan will be reviewed annually by City of Ankeny staff and the City Manager to ensure the plan's effectiveness. The Ankeny Emergency Management Director will be responsible for ensuring that an annual review occurs.
- C) All operating departments and department heads will be provided with copies of this emergency plan. Numerous copies of the Emergency Plan will also be placed in the city's designated EOC so all agencies have immediate access. Individual Annexes, including job responsibilities and checklists shall also be available and maintained in the EOC. If the EOC is activated, each agency responsible for an Annex will receive their document and that document should be considered up to date.
- D) All members of the City Council and the City Manager shall be issued a document with specific duties for Direction and Control. They should bring that document with them to the EOC and spare copies of the document shall be maintained in the EOC for immediate access by the council and city manager.
- E) Scenario-based exercises of the plan will be conducted on an annual basis. Exercises will generally be functional or tabletop exercises, but drills will be held on a periodic basis in conjunction

with full-scale exercises to completely test the capabilities of the plan.

X. Authentication

Date

City Manager